



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All Persons Interested

DIVISION MANAGER

PN# 102788

Fire Department

Logistics

Communications

500 Jefferson

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Manage the HFD Communication Management Section; includes the installation and repair of portable radios, mobile radios, mobile data computers and fire ground communication systems; ensure an adequate parts supply. Manage the Air Pack repair shop that is responsible for the maintenance of the self-contained breathing apparatus. This includes the annual fit testing of the face pieces and the annual flow testing of all regulators. Ensure the required records are maintained for the State Fire Commission inspection for hydrostatic testing of air cylinders, air pack flow testing and air pack facemask fit testing. Ensure and effect repairs of breathing air compressors. Maintain a database to document equipment including purchases, annual required tests and repairs. Produce reports documenting location of radios and their repair history. Develop and manage budgets for each section within the Communication Management section. Coordinate the Systems Development work among the HFD, HEC and the City of Houston IT Departments to assure that the fire department's maintenance needs are being met in a timely, acceptable manner. Assume responsibility for developing a technology plan for the department, developing a budget to fund the plan and managing the implementation of the plan. Manage and evaluate the Communications Supervisor's work in the overall operations of the Communication Management Section; including radio repair and radio systems areas.

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**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditioning.

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**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Accounting, Business Administration, Accounting, Engineering or a closely related field.

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**MINIMUM EXPERIENCE REQUIREMENTS**

Seven years of professionally progressive experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

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**MINIMUM LICENSE REQUIREMENTS**

None

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**PREFERENCES**

None.

**SELECTION/SKILLS TESTS REQUIRED**

None

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**SAFETY IMPACT POSITION**

Yes

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29

\$1,885.00 - \$2,639.00 Biweekly

\$49,010.00 - \$68,614.00 Annually

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**OPENING DATE**

February 2, 2005

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**CLOSING DATE**

Open until filled

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**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 759-0838. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer